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Publications Review Board

"Helping You Honor the Oath"

(U) Resume Checklist

Posted on **February 4, 2015**

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(U) Ever wonder if there was anything you could do to speed up your resume review? Attention to the following checklist prior to submission will help ensure a smooth & expedient review experience:

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- **(U) Format:** Please use MS Word if possible.

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- **(U) Submitting at Home:** Are you overt staffer or on an open contract (not)? (b)(3) NatSecAct
If so, you may submit your resume from home to If you have any reasonable doubt that your document contains classified information, please submit it to the PRB via email on the ADN, to avoid data spills.

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- **(U) Contractors:** Are you a current contractor? If so, who is your COTR? What content in your resume (past or present) pertains to CIA contracts? Please let us know to the best of your ability.

- **(U) IC Employment:** Have you ever worked for other IC/government agencies that require a secrecy agreement or pre-publication review obligation? If so, have you

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had your resume reviewed by the applicable organizations? Let us know, and we will coordinate the review process with other organizations.

- **(U) OPSEC:** Be cautious of the information you make available to the public. Consider how information in your resume, even if unclassified, may affect you or others associated with the CIA. Please direct any general OPSEC-related questions to the Office of Security.
- **(U) Purpose:** For what purpose do you intend to use the submitted documents? Keep in mind that certain kinds of information may only be approved for limited uses, for instance, for academic or one-time use only.
- **(U) Is it complete?** Submit a complete resume/document only-no fragments will be accepted, even if you have a previous submission on file. If updating a specific section, please highlight it in the new version, within the context of the complete document.
- **(U) Multiple Versions:** Please only submit ONE version of your resume. We are unable to approve multiple versions of a resume/CV for a single individual. If you would like to create different versions, please submit a comprehensive document with all possible content you would like to use. If PRB approves that document, you are free to mix & match any of the approved content to create different versions without additional reviews, provided no additional content is added.
- **(U//FOUO) Polygraph:** Staff may list their polygraph as 'TS/SCI with full scope polygraph'; (b)(3) NatSecAct
- **(U) Deadline:** If you have a deadline, please include it in the original submission. We will accommodate these requests to our best ability. As a general rule, we cannot guarantee the completion of any reviews within 48 hours of submission. Due to the varying complexity and volume of submissions, please allow up to 30 days for us to complete each review.

General Content Guidelines (for more detailed guidance, please visit the IMS website):

- **(S//NF)** Write your resume as unclassified to the best of your ability. Please note that the PRB does not have declassification authority and cannot declassify documents (that function rests with other IMS/IRRG components). Pre-publication review is the final stopgap to ensure that your documents do not contain classified or inappropriate material. When possible, we will work with you to devise alternate

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language. However, we cannot write or re-write your entire resume for you. A good place to start for ideas is the listing of unclassified job descriptions on CIA.gov.

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- (C//NF) Do not list Agency phone numbers or supervisor names. This includes black lines (though these may be approved for use in certain limited circumstances). If listing references, they must be provided on a separate document & must also be approved by PRB.

As a general rule, staffers may not provide letters of reference for contractors, to protect contract associations.

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- (U) Do not use text from PARs or official Agency training records. Both are considered government documents and as such cannot be approved by the PRB for publication. Copies of PARs and training records may be obtained for personal use by submitting a Privacy Act Request, as outlined here.

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